1. Coordinated ongoing technical training and personal development classes for staff members.
2. Led daily, weekly and monthly coaching, counseling and feedback sessions.
3. Managed all exempt employee coaching, training and performance improvement actions.
4. Planned corporate annual summer and holiday events, including team building-based training initiatives.
5. Managed new employee orientation training process for more than [Number] employees each year.
6. Created in-depth training manual for all employees.
7. Evaluated success of training programs and recommended improvements to upper management to enhance effectiveness.
8. Implemented new learning strategies depending upon employees' skill levels.
9. Directed field training to enhance participants' skills.
10. Organized and edited training manuals, multimedia visual aids and other educational materials.
11. Assessed skill gaps for employees in [Type] department and developed training courses to meet identified needs.
12. Coordinated and prioritized required training courses for [Job title]s and [Job title]s.
13. Tested all training software and hardware prior to commencing training programs.
14. Drove departmental performance and achievement of service levels through focused team operational reviews, structured coaching and managing to enterprise targets.
15. Developed departmental systems and procedures to better align workflow processes.
16. Delivered wide variety of courses focused on [Type], [Type] and [Type] topics to enhance communication, team cohesion and group performance.
17. Trained new hires to perform cross-training exercises with experienced workers.
18. Alternated training methods to diversify instruction, strengthen learning opportunities and enhance program success.
19. Applied adult learning and performance expertise to assess behavioral and ability issues impacting work performance.
20. Conducted orientation sessions and organized on-the-job training for new hires.